



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350 -2000

IN REPLY REFER TO

OPNAVINST 4900.149
OP-631D
28 SEP 1984

OPNAV INSTRUCTION 4900.149

Subj: FOREIGN MILITARY SALES (FMS) CASE MANAGEMENT

1. Purpose. To establish a uniform system of FMS Case Management.
2. Applicability. This instruction applies to Management of all FMS Cases implemented by Navy.

3. Definitions

a. The Case Administering Office (CAO) is the command responsible for the overall planning, pricing, execution and closure of an FMS case.

b. The Case Manager is an individual who is the management focal point for an FMS case and operates under the Case Manager Charter (see paragraph 6). The Case Manager functions as an integrator and generalist for all actions relevant to the FMS case assigned.

4. Policy. CAO responsibility for FMS cases will continue to be assigned to a specific command so as to integrate FMS procurements and services with parallel United States programs. Commander, Naval Supply Systems Command (SUP-07) will assign responsibility for cases that come under the Chief of Naval Material; the Chief of Naval Operations (OP-63) will assign CAO responsibility for all other cases. The CAO will assign a Case Manager by name upon receipt of a tasking to provide Planning and Review (P&R) or Price and Availability (P&A) data. The Case Manager's name and organization will be displayed on documents as specified in paragraph 7b. For P&A data, the Case Manager's name, organization and telephone number will be displayed in the FMS Case Control System. Due to the uniqueness of training cases (T series) implemented after 1 October 1980, the CAO and the case manager functions for these cases will be retained by the Chief of Naval Operations, with the Chief of Naval Education and Training providing management support.

5. CAO Responsibilities

a. Assign Case Managers to all Navy implemented cases by 31 October 1984 and all subsequent P&R's, P&A's and implemented cases.

b. Evaluate organizational structure and the flow of case financial and logistical information to ensure adequate support of case managers in execution of their Charter responsibilities within the chain of command.

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c. As necessary, review position descriptions and performance evaluations criteria of case managers so as to incorporate case management responsibilities.

d. Execute oversight responsibilities in regard to FMS Case Managers and their assigned cases, including regular CAO internal case management performance reports and case reviews.

e. Ensure all personnel assigned as case managers are adequately trained in Department of Defense (DOD) and Navy FMS policies and procedures and are informed of all applicable changes.

f. Ensure case managers carry out annual Chief of Naval Operations Security Assistance goals applicable to case management.

6. Case Manager Charter. The Case Manager has responsibility for total case management from assignment through case closure and operates within the chain of command to direct the necessary actions to satisfy case requirements. The Case Manager ensures that the case (performance) is accomplished on schedule, within case value, and closed as planned. The Case Manager manages the case through reviews, visits, surveillance of reports, and correspondence and integrates the efforts of and ensures timely resolution of problems surfaced by supporting activities.

7. Case Manager Responsibilities. The Case Manager is responsible for integrating and managing financial and logistical aspects of the case in order to: (1) deliver the materials or services within the case Delivery Commitment Date(s); (2) complete the case within case value; and (3) close the case as planned. Case managers will function through the existing chain of command, follow existing policies and management directives, and use established management techniques in performing these responsibilities and the following:

a. Prepare P&A and P&R estimates, with applicable supporting data.

b. Ensure that the following documents identify the Case Manager by name and organization and that the List 2060 entered into the FMS Case Control System also displays the Manager's telephone number:

FMS Obligational Authority	Case Master Plan
FMS Planning Directive	Case Progress/Status Performance
Financial Analysis	Reports
Case Closure Certificates	Case Directives

c. Coordinate case development, implementation, execution and closure.

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- d. Provide guidance to supporting organizational elements.
 - e. When required for cases implemented after 30 September 1984, establish financial and logistics management plans, including an Integrated Logistics Support Plan tailored to customer requirements and a case master plan. These plans will include initial and long-range goals and objectives for case execution through case closure.
 - f. Develop a project directive, if required. Request obligational authority, and initiate actions.
 - g. Determine minimum information needed for case management and develop tracking techniques to monitor case execution, using existing information and reporting systems to the maximum extent possible. Analyze case performance in relation to Letter of Offer and Acceptance specifications.
 - h. Review and verify funding requirements and delivery schedules in accordance with DOD policy, and initiate case amendments and modifications in a timely manner and with adequate explanation.
 - i. Ensure that all costs are identified, accurate and billed in accordance with DOD policy. As necessary, review and validate accuracy of Defense Integrated Financial System and Authorized Accounting Activity financial records.
 - j. As requested, provide status, progress and forecast reports to higher authority via the chain of command.
 - k. Maintain case records required by DOD 7290.3-M of 29 June 1981 (NOTAL) and DOD 5105.38-M of 1 April 1984.
8. Action. Commands designated CAO for FMS cases will execute the responsibilities assigned and provide sufficient authority and support to their designated Case Managers for performance of their assigned responsibilities.


T. A. ALSTEDT, JR.

Director, Security
Assistance Division
By direction of the

Chief of Naval Operations

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